



REQUEST FOR A BOARDER
Columbia Lake Village-North (CLV-North) family housing

OFFICE USE ONLY

Waterloo Residences
Student Life Centre, room 0134
Email: housing@uwaterloo.ca

Approved:
Date:

TERMS AND CONDITIONS FOR BOARDER APPROVAL:

- One (1) boarder per unit is permitted under the following conditions:
- The primary resident and spouse/partner are a couple, with no family dependents residing with them.
- The boarder is currently a full-time University of Waterloo student.
- The primary resident completes the 'Request for a Boarder' form by the specified deadline and it is approved by Waterloo Residences.

NOTES:

- The primary resident is directly responsible for the registered boarder and must be present at the time of the boarder's move-in.
- The primary tenant is responsible for picking up the boarder's set of keys and administering them to the boarder.
- The boarder must abide by the terms and conditions of the CLV-North family housing contract...
- The boarding agreement is applied only to the period specified on the 'Request for a Boarder' form.
- A new form must be completed each term a boarder will be living in your CLV-North townhouse.
- The form must be submitted to the Waterloo Residences office by the following due dates: April 26, 2021 if you're applying for a spring 2021 boarder; August 23, 2021 if you're applying for a fall 2021 boarder; and December 13, 2021 if you're applying for a winter 2022 boarder.
- If the boarder form is not submitted on time or if it's not approved by Waterloo Residences, the boarder keys must be returned to the CLV Community Centre Front Desk by 12 noon on the last day of the current term.
- If the boarder keys are not returned on time, CLV Maintenance will change the locks to the unit and issue the primary resident a \$100.00 lock change fee.
- If the registered boarder vacates the unit before the last day of the term, the primary resident is responsible for informing Waterloo Residences and returning the boarder keys to the CLV Community Centre Front Desk immediately.
- The boarder may not take over the Tenancy Agreement under any circumstances.
- The boarder is not permitted to use the basement as sleeping quarters due to fire regulations.
- If there is a change in the living arrangement (i.e. spouse/partner is no longer residing in the unit, dependent child is now residing in the unit) then the primary resident must inform Waterloo Residences immediately and the boarder may be required to vacate the unit.
- If a tenant is found to have an unregistered boarder, and/or the boarder does not meet all of the above criteria, the primary resident will be dealt with accordingly.

Please indicate which term you are requesting to have a boarder:

- Spring (May 1, 2021 - August 31, 2021)
Fall (September 1, 2021 - December 31, 2021)
Winter (January 1, 2022 - April 30, 2022)

TO BE COMPLETED BY THE PRIMARY RESIDENT:

I (full name) _____, the legal primary resident of unit _____ at 350 Columbia St W, Waterloo, agree to the terms and conditions noted above. I understand that both myself and my spouse/partner must occupy the unit, along with our boarder, throughout the duration of this request. I will provide a copy of the terms and conditions to our boarder. If our living arrangement changes at any time during this period, I agree to inform Waterloo Residences immediately.
Signature: _____ UWaterloo student ID #: _____
Date: _____

Surname _____ Given name(s) _____
I (full name) _____, am a full-time student at the University of Waterloo and will remain so during the duration of this Boarder Agreement. I understand my academic status will be reviewed by Waterloo Residences. As a member of CLV-North, I agree to review and abide by the terms and conditions of the community.
Signature: _____ UWaterloo student ID #: _____
Date: _____

